



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE SPACE COMMAND

MEMORANDUM FOR SEE DISTRIBUTION

19 Feb 99

FROM: HQ AFSPC/LGCP
150 Vandenberg St STE 1105
Peterson AFB CO 80914-4350

SUBJECT: INFO.LTR 99-10, Purchase Authority for Government Purchase Cardholders on IDIQ Delivery Order Contracts

1. This information letter, INFO.LTR 99-10, is directive in nature for all AFSPC contracting offices and is issued under Special Publication System, AFSPC 64-101, for Specialized Contracting Publications.
2. Currently AFFARS 5301.603-2-90 does not allow Government purchase card cardholders to use the card on Indefinite Delivery Indefinite Quantity (IDIQ) Delivery Order (DO) contracts without CONS/CC authorization in accordance with AFFARS 5301.603-3. SAF/AQC is in the process of changing the AFFARS to authorize cardholders to make purchases less than \$25,000 on pre-priced IDIQ DO contracts. Unfortunately, this has not been done yet. However, AFSPC has been given the go ahead to authorize our cardholders to make purchases off of pre-priced IDIQ DO contracts, provided the contract is set up to allow for payment/ordering using the card (see Attachment).
3. If you have any questions, contact Ms. Terry Schooley, DSN 692-5169 or commercial (719) 554-5169. You may also contact Ms. Schooley by e-mail at "schoolt@spacecom.af.mil".

A handwritten signature in black ink, appearing to read "Eric M. Hodges", is positioned above the typed name.

ERIC M. HODGES, Lt Col, USAF
Chief, Policy/Clearance Branch

Attachment:
Email from SAF/AQCO

cc:
AFSPC/IGI
N-SPJ4P

Distribution:
Same as AFSPCFARS

g:/Schooley/Policy Letters FY99/99-10

Schooley, Terry Ms. DoD

From: Hodges, Eric LtC
Sent: Friday, January 29, 1999 8:14 AM
To: 'Ekberg, Kathryn, , SAF/AQCO'
Cc: Schooley, Terry Ms. DoD
Subject: RE: warrants

Thanx again!!

-----Original Message-----

From: Ekberg, Kathryn, , SAF/AQCO [SMTP:kekberg@pentagon.af.mil]
Sent: Friday, January 29, 1999 8:07 AM
To: 'Hodges, Eric LtC'
Cc: Kringer, Mary D., , SAF/AQCO
Subject: RE: warrants
Importance: High

You're right on the Governmentwide purchase card vs IMPAC. I was thinking small words in the block instead of proper language. Thanks for catching that!

I'll try to get this change typed up next week. If it going to take too long, I'll write a policy memo for the General until AFFARS gets updated. What you want needs to be done, so if you intend to jump the gun, use this email.

Kathryn D. Ekberg
Staff Procurement Analyst
SAF/AQCO
(703) 588-7028, DSN 425-7028,
FAX 425-7911/12

> -----

> From: Hodges, Eric LtC[SMTP:erhodges@spacecom.af.mil]
> Sent: Friday, January 29, 1999 9:53 AM
> To: 'Ekberg, Kathryn, , SAF/AQCO'
> Cc: Schooley, Terry Ms. DoD
> Subject: RE: warrants
> Importance: High

>
> Kathryn,
> Overall, looks great and should do what we had hoped.

>
> Have one recommended change. Recommend we use "Government Purchase Card" or "SmartPay Card" rather than IMPAC. IMPAC is a trademark of US Bank. SmartPay is the new name that GSA is using for the credit card program. You can talk to Barbara Odgers about this if she wants further clarification.

>
> Thanx much for your support. Any idea when this would become "official enough" to go to the field with????
>
> Eric

>
>
> > -----Original Message-----

> > From: Ekberg, Kathryn, , SAF/AQCO [SMTP:kekberg@pentagon.af.mil]
> > Sent: Thursday, January 28, 1999 1:52 PM
> > To: 'erhodges@spacecom.af.mil'
> > Subject: warrants
> > Importance: High
> >

> > <<FARwarnts.doc>>
> >
> > let me know what you think.
> > Kathryn D. Ekberg
> > Staff Procurement Analyst
> > SAF/AQCO
> > (703) 588-7028, DSN 425-7028,
> > FAX 425-7911/12 << File: FARwarnts.doc >>
>

5301.603 Selection, appointment, and termination of appointment.

5301.603-2 Selection.

In addition to the requirements in the FAR, contracting officer appointments shall be limited to:

- (1) Commissioned officers who have been awarded Air Force Specialty Code (AFSC) 64PX;
- (2) AFSC 6C0X1 personnel possessing a contracting Level I or II certification in the Acquisition Professional Development Program (APDP); or
- (3) Fully qualified civilians in the GS-1102 occupational series, possessing a Contracting Level I or II certification in the Acquisition Professional Development Program, who occupy a manning authorization listed under these specialty codes.

5301.603-2-90 Limited contracting officer authority.

Limited contracting officer authority may be granted for the following categories of personnel, including authority in contingency contracting situations (see table below).

(a) Military personnel in AFSCs 64PX and 6C0X1 and civilians in the GS-1102 occupational series who possess a minimum Contracting Level I certification may be granted limited contracting officer authority. (See row (a) in table below.)

(b) Contracting personnel who do not possess a Contracting Level I certification may be given a limited contracting officer warrant at the direction of the contracting squadron commander/base contracting officer. The warrant shall be limited to a dollar amount and method of award consistent with the training, contracting experience, and demonstrated business judgment of the individual. (See row (b) in table below.)

(c) When using other than micro-purchase techniques, noncontracting personnel, such as transportation personnel (limited to performance of contracting functions in accordance with DODD 4500.34R, AFR 75-17, and AFM 75-2), medical supply personnel, librarians, and chiefs of construction management may be granted limited contracting authority for transactions when the following conditions are present (see row (c) in table below):

(1) The personnel are in a middle to senior level position. Military personnel should be commissioned officers or noncommissioned officers E-6 and above and civilians should be GS-7 or above;

(2) The authority must contain a specific dollar limit per transaction and be limited to the method of award and to the commodity related to that specialty. For example, librarians should be authorized to buy books (commodity) from prepriced blanket purchase agreements or the Federal Supply Schedule, but not construction materials, etc.;

(3) The personnel must have completed the Defense Small Purchase Course. This course, which is obtained by the individual's functional training monitor, may be taken either in residence or by correspondence. The individual's MAJCOM shall reimburse the school for the cost of the course. Waiver requests must be submitted in writing and approved by the Contracting Squadron Commander/Chief of Contracting and the MAJCOM/LGC/PKO.

(d) Personnel authorized to award micro-purchases must be appointed as specified in 5301.603-3 (b).

Contracting Personnel Category	Micro-purchases Authority	FSS GSA/VA Dos	BPA Calls	Open Mkt. ≤\$25K*	Open Mkt. >\$25K*	IDIQ DOs	BOA Orders	Provisioning in DFARS Subpart 217.76
(a) With ≥ Level I Contracting Certification**	X	X	X	X	X	X	X	X
(b) Without Level I Contracting Certification**	X	X	X	X		X (Prepriced)		
(c) Non-Contracting	X	X <\$25,000	X (Prepriced) <\$25,000			X (Prepriced <\$25,000 - IMPAC or contract specific)	***	

NOTE: This table identifies the standard maximum authority by type of award document. Warrant must specify dollar amounts and any limitations in specific categories.
 * \$25,000 limitation established because of synopsis and DD 350 reporting requirements.
 ** Includes contingency contracting officers (CCOs).
 *** Transportation personnel may issue orders against transportation BOAs.
[Amended per contracting Policy Memo 97-C-16, dated 3 Nov 1997]

5301.603-3 Appointment.

(a) Authority to appoint contracting officers is included in the authority of the HCA (see 5301.601-91) and the delegations of general contracting authority (see 5301.601-92 (a)). In order to provide a consistent system and delegations of authority to appoint contracting officers for PEO and DAC Programs, as well as Other Contracting (see 5302.101), the authority to appoint contracting officers is delegated to the MAJCOM, FOA, and DRU Directors of Contracting, with authority to redelegate to field activity Directors of Contracting. **[For Air Force Research Laboratory, authority may be redelegated to the first contracting official in the contract chain subordinate to the SCCO.]**

(b) Contracting officer appointment authority for limited contracting officers may be delegated to the chief of each contracting office. The chiefs of contracting offices receiving such authority shall establish procedures for selection of qualified personnel, appointment, and termination of appointment. Contracting personnel must be appointed on a SF 1402 to award micro-purchases. IMPAC card holders must be appointed by a written delegation of contracting authority to award micro-purchases.

(c) The commander or deputy commander of a base, division, wing, and so forth, and, in the case of AFMC activities, the Director of Contracting (or equivalent) shall review and sign the request for designation of a contracting officer. However, if this individual is the appointing authority, the request shall be reviewed and signed by the officer (or civilian) immediately subordinate. Chief of the USAFE contracting centers shall sign such request for officers serving with the USAFE contracting centers. Appointing authorities for contracting officers have the authority to waive the qualification requirements stated in 5301.603-2 when the best interests of the Air Force will be served. In such cases, the justification for granting the waiver shall be in writing and approved by the appointing authority. The request shall include:

- (1) A résumé of the applicant's qualifications;

(2) A statement by the person signing the request that the qualifications in the résumé were verified against the applicant's personnel file;

(3) If the applicant is not an employee of the requesting activity and the applicant's qualifications are known, a statement that the applicant is qualified; and

(4) If the applicant is not an employee of the requesting activity and the applicant's qualifications are not known, a summary of an interview of the applicant and the chief or deputy chief of purchasing office. The summary shall include a statement that the applicant is qualified. If the applicant is located at a distance which makes it impractical and uneconomical to conduct an interview, this requirement shall be waived. Justification for not having an interview may be included. However, the statement that the applicant is qualified shall still be made.

(d) Requests for designation of redistribution and marketing (R&M) personnel as a sales contracting officer shall be signed by the chief of the R&M activity and forwarded to the MAJCOM R&M staff office. Requests for designation of the chief of an R&M activity shall be initiated by the MAJCOM R&M officer or deputy R&M officer.

(e) All appointments shall be reviewed at least once every five years by the appointing authority to determine whether each contracting officer has maintained professional proficiency and otherwise remains qualified. Warrant authority shall be terminated or reduced in scope, when appropriate.

(f) Each appointing authority shall promptly distribute copies of instruments of appointment as follows:

(1) Original to the individual appointed;

(2) One true copy to the individual appointed (to be furnished by that individual to the accounting and finance officer, if requested);

(3) One true copy to the activity having custody of the military personnel field record for permanent retention in the personnel file of each military contracting officer; and

(4) One copy to the servicing Civilian Personnel Office having custody of the civilian personnel records for input into the Personnel Data System-Civilians (PDS-C) of the type, date, and amount of the instrument.

5301.603-4 Termination.

Each appointing authority shall promptly distribute copies of the instrument terminating a contracting officer's authority to the addressees indicated in 5301.603-3 (f).

5301.690 Contracting authority of other personnel.

Only the following purchases may be made by individuals other than duly appointed contracting officers:

(1) Micro-purchases in accordance with FAR Part 13, whether by imprest fund (see FAR Subpart 13.4), SF 44 (see FAR Subpart 13.5), IMPAC (see FAR Subpart 13.6), or other means, provided the individual has been trained in the use of the procedures and has written authorization from the contracting officer;

(2) Purchases of fuel, oil, and repairs in accordance with AFI 23-202;

(3) Emergency purchases of medical supplies and equipment in accordance with AFMAN 23-110, Volume 5, Chapter 16, Paragraph 11, followed by issuing a confirmatory purchase order by the base contracting office or a cash purchase receipt by a cash purchasing officer;

(4) Partial tuition assistance in accordance with AFI 36-2306;

(5) Tuition or registration fees for intergovernmental agency training;

(6) Nonappropriated fund custodians in accordance with AFMAN 64-302; and

(7) Supplemental care referrals by the Director of Base Medical Services, in accordance with AFI 41-101, Chapter 3.

[Amended per Contracting Policy Memo 98-C-01. Subpart 5301.90 is replaced in its entirety.]